

1. **Call to Duty**
2. **Inter-Service Transfer**
3. **Transfer (Permanent Change of Station)**



- 1. Apply to Corps and apply for positions – parallel track.**
- 2. Once selection is made - Form 1662 goes to OCCO.**
- 3. Timeline is 60-90 days.**
- 4. Age ≤ 44**
Prior Military Service ≤ 8
Physical/medical Requirements




- 1. Often require extra time because of releases from DoD.**
- 2. Must resign active and reserve commissions.**
- 3. Most often no accession bonus.**
- 4. Leave rolls over from DoD to PHS.**
- 5. May not be done in up or out situations. Need to do separation from DoD and then call to duty with PHS.**





1. **Two Year Rule**
2. **Must be released by current duty station.**
3. **Need 30 days notice for personnel orders.**






Commissioned Corps – MIS


IHS Commissioned Corps Liaisons

CAPT Richard Rubendall, Chief – Division of Commissioned Personnel Support
CAPT (ret) Paul McSherry
CAPT Marty Oberle – South East Region (ALB, OK, NASH)
CAPT Mike Keiffer – Northwest Region (AK, POR, CA)
CAPT John Fugate – Navajo Region
CAPT Jan Frederick – South West Region (PHX, TUC)
CDR Ron Keats - Northern Plains Region (ABD, BEM, BIL)



Mission of Commissioned Corps

- To provide highly-trained and mobile health professional who carry out programs to promote the health of the Nation, understand and prevent disease and injury, assure safe and effective drugs and medical devices, deliver health services to Federal beneficiaries, and furnish health expertise in time of war or other national or international emergencies.




Commissioned Corps

United States Government - Seven Uniformed Services*:

- Army
- Navy
- Marines
- Air Force
- Coast Guard
- National Oceanic & Atmospheric Administration
- Commissioned Corps of the USPHS

*** All Uniformed Services Officers take an Oath of Office**



Commissioned Corps (Approximately 6300 Officers)

PHS Agencies with COs <ul style="list-style-type: none"> • IHS – 38% or 2400 • NIH – 12% or 800 • CDC – 12% or 800 • FDA – 8% or 500 • HRSA – 8% or 500 • SAMHSA – 5% or 300 	Non-PHS Agencies with COs <ul style="list-style-type: none"> • BOP-8.9% • OS-8% • HCFA-1.6% • EPA-2.4% • USCG-2.7%
---	--



Commissioned Corps – Professional Categories

<ul style="list-style-type: none"> • Medical • Dental • Nurse • Engineer • Scientist • Environmental Health • Pharmacist • Dietitian 	<ul style="list-style-type: none"> • Therapist • Health Services • Veterinarian • Warrant Officer???
--	--



Commissioned Corps

- ✓ **Appointment Standards**
 - ✓ By Category
 - ✓ Qualifying Degree
- ✓ **Medical Clearance**
- ✓ **PHS- 1662 – request for personnel action**
- ✓ **Three Year Probationary Period**
- ✓ **All Officer Corps**
- ✓ **Rank is Vested in Officer – not Position**



Commissioned Corps

Pay and Allowances

- TED/Rank
- BPED (base pay entry date)
- Subsistence-\$183.99
- Quarters Allowance- by zip code
- Special Pays and Board Certification Pays for Some Categories
- Payday is the first of the month and is for the previous month



Commissioned Corps

0-2 LT (JG)	4 years Training & Experience
0-3 LT	8 years Training & Experience
0-4 LCDR	12 years Training & Experience
0-5 CDR	17 years Training & Experience
0-6 CAPT	24 years Training & Experience



Commissioned Corps Leave Policy

Concepts Governing Leave:

- officer is subject to duty 24 hours/day, 7 days/week
- officer is either on duty or in an approved leave status
- officer may not be given overtime pay or compensatory time
- management is responsible for scheduling work hours of the officer to meet the needs of the service – “tour of duty” schedule



Commissioned Corps Leave Policy

Types of Leave

- Annual Leave-2.5days/month
- Sick Leave-unlimited,however,after three days, need Medical statement
- Station Leave-part of a day
- Administrative Leave-limited
- Court Leave-usually jury duty



Commissioned Corps Leave

Annual Leave

- leave year is January 1 through December 31
- leave is approved in writing
- earn 2.5 days/month or 30 days/year
- taken in full day increments



Commissioned Corps Leave

Annual Leave

- when annual leave surrounds days off, the days off are also charged to annual leave
- no more than 60 days may be carried forward from one year to another
- annual leave - terminal leave in separation or retirement situations
- commissioned officers are not covered by the Family Friendly Leave Act.
- there is no bereavement leave – annual leave is to be used



Commissioned Corps Leave Policy

Sick Leave

- is requested by officer and authorized by supervisor for:
 - 1) officer's medical incapacity to perform his/her official duties or
 - 2) medical appointments
- may not be used for illness of a family member
- is not accrued, but is not unlimited
- must have physicians statement if sick leave is over 3 days
- is used for postpartum leave – generally 42 days beginning with day of discharge or 56 days for C-section (there is no postpartum leave for adoptive parents or for fathers)



Commissioned Corps Leave Policy

Station Leave

- includes approved absence from scheduled duty for a period of less than one full work day, as well as, off-duty hours and non work days
- should be approved in advance when less than full work day
- is not an entitlement
- should be used only when it is necessary to allow an officer to perform duties that would not be possible to perform during non-duty hours, ie medical appointments for family members, school appointments, child care emergencies, and business, legal or banking appointments



Commissioned Corps Leave Policy

Administrative Leave

- up to 5 days per year for professional meetings, licensure exams, etc. (If the government is paying for the continuing education or meeting – the officer is in TDY status not a leave status.)
- up to 3 days on both sides of a PCS move (not in, call to duty or separation or retirement)



Commissioned Corps Leave Policy

Court Leave

- jury duty
- witness on behalf of the government
- witness on behalf of a private party in an official capacity
- witness on behalf of private party when the government is a party in the suit



Commissioned Corps Leave Processing

PHS – 1345: Request and Authority for Leave of Absence

- includes 3 copies – is completed by officer, signed by supervisor and leave granting official and top copy (original) is retained by officer
- 2nd copy is retained at the duty station as it has contact info for reaching the officer
- 3rd copy goes to Commissioned Corps at Area Office
- after leave is completed - officer and leave granting official sign the top copy (at the bottom) and it is submitted to Commissioned Corps Office at Area Office



Commissioned Corps Leave Processing

PHS – 1345: Request and Authority for Leave of Absence

- Annual leave records and official leave balance are maintained at the Area Office
- COLTS – available on-line, however, only as good as info inputted!
- Sick leave records are forwarded to the Medical Affairs Branch at DCP



Commissioned Corps Benefits

- Retirement
- Tricare-1.Prime, 2.Xtra, 3.Standard
- Payment for Moving Expenses
- Career Progression
- Military: Commissary/Exchange/Space Travel
- VA Home Loan
- SGLI (serviceman group life insurance)
- Tax/Vehicle Registration
- GI Bill



Commissioned Corps Benefits

- **Health Care**
 - **Officer**
 - Medical Care is provided at no cost to the officer. It is available through the military, the IHS, and the private sector. Private sector must be willing to accept TRICARE –
 - Dental Care is provided at no cost to the officer. It is available through the military, the IHS, and the private sector must be willing to accept assignment-approved by Medical Affairs Branch.
 - **Officer's Dependents**
 - Medical Care is available through the military, the IHS, and through the private sector via Tri-Care.
 - Dental Insurance is available for the officer to purchase through Delta Dental.



Commissioned Corps Benefits

- **Payment for Moving Expenses**
 - Commissioned Officers are entitled payment for move for all calls to duty, all transfers, and separation or retirement – regardless of what vacancy announcement says.
- **VA Home Loans**
 - Commissioned Officers are eligible for VA home loans.



Commissioned Corps Benefits

- **Military ID Card- Officer and Dependents**
 - Commissary
 - Exchange
 - Base Lodging/Recreation Facilities
 - Some Discounts – rental cars, etc.
- **SGLI – Life Insurance**
- **Tax Exempt/Vehicle Registration**
- **Space A Travel**
- **GI Bill**



Commissioned Corps Benefits

- **Career Progression**
 - Opportunity for Experience
 - Opportunity for Growth
- **Retirement-3 types**
 - 40-75% of base pay – depending on years of service and year the officer is first called to duty (non-contributory, but must have 20 years of service to be vested)
 - Thrift Savings Plan – available for COs (no matching funds from Government)



Commissioned Corps Billets

- **billets are general descriptions of an officer's duties – they are standard billets and are general by law and are not the equivalent of Position Descriptions**
- **may be changed without officer changing positions**
 - because of officer's increased knowledge, experience, skill, and/or the addition of functions
 - ie Jr. Staff Nurse to Staff Nurse to Senior Staff Nurse
 - may not change officer from non-supervisory to supervisory billet without advertising and competing the supervisory position
- **billet addendum**

1. ORGANIZATION (Bureau, Division, Branch, Section, etc.) and location of duty station

2. FUNCTIONAL TITLE: Chief Pharmacist

3. Briefer statement of most important duties, including significant supervisory responsibilities and work relationships (please do not exceed this space):

Responsible for the provision of a full range of clinical pharmacy services as well as all supervisory and management responsibility related to the operation of the pharmacy department. Incumbent may spend up to fifty percent of his/her time on supervisory and management responsibilities.

4. Supervises professional and support staff within the pharmacy.

5. Plans improvements in pharmacy services.

6. Directs the delivery of pharmacy services.

7. Controls the utilization of departmental resources.

8. Evaluates the overall performance of the pharmacy department.

9. Serves as the pharmacy department's representative in all extra-departmental contacts.

10. Supervises the regulation and use and maintenance of supplies for the department.

Continued - See Attached

11. Division required date of supervisor and type of direction received upon assignment of work, during course of work, and at its completion. Incumbent is responsible for planning and monitoring all pharmacy services. Assignments are reviewed in terms of administrative direction in broadly defined terms of mission and objectives. Work is reviewed for the attainment of objectives.

Continued - See Attached

12. Minimum qualifications (education and experience) required to perform satisfactorily:

B.S. Degree in Pharmacy; License as a Registered Pharmacist plus either a, b, or c.

a. Seven years progressive clinical and administrative experience, of which three years must be hospital experience if qualifying for the Chief of Pharmacy for a Hospital.

Continued - See Attached





Commissioned Corps Awards

- **Individual Honor Awards**
- **Unit Honor Awards**
- **Service Awards**
- **Surgeon General's Honor Awards**
- http://home.ihs.gov/facilities/areas/phoenix/pa_awards.asp



Commissioned Corps Awards

- **Individual Honor Awards**
 - PHS Citation
 - Achievement Medal
 - Commendation Medal
 - Outstanding Service Medal
 - Meritorious Service Medal
 - Distinguished Service Medal
- **Unit Honor Awards**
 - Unit Commendation
 - Outstanding Unit Citation



Commissioned Corps Awards

- **Individual Honor Awards**
 - ✓ PHS Citation - approved by Area Director
 - ✓ Achievement Medal – approved by Area Director
 - Commendation Medal
 - Outstanding Service Medal
 - Meritorious Service Medal
 - Distinguished Service Medal
- **Unit Honor Awards**
 - Unit Commendation
 - Outstanding Unit Citation



Commissioned Corps Awards

- **Individual Honor Awards**
 - ✓ PHS Citation - approved by Area Director
 - ✓ Achievement Medal – approved by Area Director
 - ✓ Commendation Medal – approved by IHS Director
 - Outstanding Service Medal
 - Meritorious Service Medal
 - Distinguished Service Medal
- **Unit Honor Awards**
 - ✓ Unit Commendation – approved by IHS Director
 - Outstanding Unit Citation



Commissioned Corps Awards

Individual and Unit Honor Awards


- award initiated by nomination
- narrative justification and form
- needs signature of SUD and Area Director and approval of Area Awards Board – then goes to IHS Headquarters.
- award year is July 1- June 30 – officers may have one individual honor award per award year; unit honor awards are unlimited



Commissioned Corps Awards


- **Service Awards**
 - Isolated Hardship Duty (180 days at designated ISOHAR site)
 - Hazardous Duty (180 days in position requiring risk to safety)
 - Crisis Response Service (hands on service at SG designated site)
 - Foreign Duty
 - National Emergency Preparedness
 - Special Assignment
- **Surgeon General's Honor Awards**
 - Surgeon General's Medallion
 - Surgeon General's Exemplary Service



Commissioned Corps COER


Commissioned Officer Effectiveness Report (COER)-40%

- required for all officers
- COER Types:
 - annual – May-June
 - interim
 - transfer of officer
 - reassignment of rater
 - special request

Commissioned Corps COER


COER= Performance Evaluation

- communication between supervisor and officer
- officer should fully understand performance expectations at the beginning of the rating period (June 1 to May 31)
- officer should be fully advised of any performance problems as they arise and appropriately counseled
 - COER annual rating should not be the first time an officer hears about performance problems or decreases in performance ratings

Commissioned Corps COER

Guidelines for Preparing Electronic COER

- section I is completed by officer – includes one page attachment outlining officer's duties, accomplishments, and goals-send to rater.
- section II is completed by supervisor or rater
- section III includes 18 topics/ratings
 - comments are required for all "A" ratings
 - ratings and comments should focus on level of responsibility, accomplishments and impact
- section IV includes concur/disagree by officer and reviewing official. Upon completion it is E-transmitted.

Commissioned Corps COER

Officer's Right to Rebuttal-
has to be in writing.

Officer's Right to Grievance-
follow procedures in CCPM.





Commissioned Corps Promotions

Eligibility for Promotion is Based on T&E

0-2 LT (JG)	4 years Training & Experience
0-3 LT	8 years Training & Experience
0-4 LCDR	12 years Training & Experience
0-5 CDR	17 years Training & Experience
0-6 CAPT	24 years Training & Experience

There are also Time in Grade and Time in Service Requirements



Commissioned Corps

Promotion

02 to 03 is administrative – provided performance is acceptable

03 to 04 is competitive, except for physicians

04 to 05 and 05 to 06 are competitive



Commissioned Corps

Promotion Precepts

1. Performance/COER's-past 3 years-40%
2. Ed. Trng. & Prof. Development-15%
3. Career Progression & Potential-25%
4. Professional Contributions & Service-15%
5. Response Readiness-5%
6. Precept-pending???(isolation site)



Commissioned Corps

Promotion Precepts Weight factors

1. Performance/ROS	40%
2. Ed. Trng. & Prof. Dev.	15%
3. Career Progression & Potential	25%
4. Prof. Contributions & Service	15%
5. Response Readiness	5%



Commissioned Corps

Promotion Essentials for Officers:


1. Electronic COER and COER Attachment
 - scores and narrative make the officer competitive
 2. Updated CV
 3. Correct Billet
 4. Up to date Physical Exam
 5. Officer Statement (OS)
 6. Reviewing Official Statement (ROS)
- All should address the promotion precepts.



Commissioned Corps

Promotions Don't Just Happen Automatically – Officer's Need a Promotion Strategy That Maps Out the Course they will take to Address the Promotion Precepts especially now!


Remember CCRF certification which includes APFT/immunizations has become increasingly important!



Commissioned Corps

Adverse Actions


- **Letter of Reprimand**
 - letter of warning
 - maintained in local file
- **Letter of Reprimand**
 - maintained in OPF at OCCO for up to 2 years
 - will be seen by promotion and other boards
 - is taken very seriously



Commissioned Corps

Adverse Actions Requiring Hearing by a Board at DCP


- Termination of Commission – Involuntary Separation or Involuntary Retirement
- Reduction in Grade



Commissioned Corps

Special Investigations

- Area Directors may appoint special investigators to conduct a full investigation of allegations of misconduct that are not immediately verifiable.
- Referral to OIG is necessary where allegations against an officer include possible violations of criminal code.



Commissioned Corps

Grievances

- A written request by an officer for personal relief in a matter of concern or dissatisfaction (such as working environment, working relationship with supervisors, other personnel or officials) which is subject to the control of DHHS. States personal remedies the officer is seeking. Officers may not grieve board actions.
- Policy provides for 3 levels to the process with specific timelines for each.
- COER is the most frequent cause of grievances.
- Grievance can be an opportunity to communicate and resolve issues.



Commissioned Corps

Standards of Conduct

- a. Pamphlet #6 - Ethics
- b. Outside Activity form HHS-520, MIS website
- c. Federal Torts Claim Act-must be acting within scope of employment



Government Travel Card

- *Payment for official travel and Official travel-related expenses connected with temporary duty travel or relocation.
- PL105-264 mandates use of a contractor issued travel charge card for all Official government travel expenses.
- Payment Responsibility – Due and Payable in Full when bill rec'd



Commissioned Corps...

■ HOOORAH!!!

